

### BUDGET REVISION

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A budget revision is required when the grantee determines that a project can be improved if funds are moved from one budget category to another within the current budget period.

Grantees have the discretion to redirect up to 10% of the total approved budget to achieve stated goals and objectives within the approved scope of the award, except from categories that require prior approval such as contracts, change in scope, indirect costs, and change in key personnel if applicable. Reallocation of funds to a budget category current funded at "0" dollars, requires a revised budget. Purchase of equipment exceeding \$5,000 requires prior approval and a budget revision.

*When submitting a budget revision request, keep the following in mind:*

All of the budget items listed, whether supported by grant funds or match, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable and incurred during the project period.

❖ **Required Documentation:**

- Request Letter. All correspondence must be on official letterhead from the awarded organization and must include the following:

Date | Grantee name | Grant number | Point of contact: name, title, phone number, email address  
Two signatures: Authorized Official and Project Director

Indicate in the letter the bona-fide need of this revision and acknowledge that the redirection remains within the scope of the program announcement and will be used to support the on-going activities of the grant award. A detailed description of the changes within the budget and what budget categories will be affected must also be included.

- SF 424A Budget Information Form. The form can be found on the MEPI website.
- Budget Narrative. The sample can be found on the MEPI website. Please note that the budget must not exceed the original authorized amount. Also, all budgets should be in U.S. dollars and rounded to the nearest dollar.
- A copy of your current Negotiated Indirect Cost Rate Agreement (NICRA) if requesting a change in indirect costs.